Subject: Re: Insurance Certificate Approved for San Pedro Property Owners Alliance
From: Rauhman Lavergne <rauhman.lavergne@lacity.org>
Date: 08/17/2017 09:18 AM
To: Gianine Rizzi <grizzi@sanpedrobid.com>
CC: Sandra Ciaramitaro <sandra.ciaramitaro@lacity.org>, Lorena Parker
<lparker@sanpedrobid.com>, Sue Martino <smartino@isuirvine.com>

Good Morning Gianine,

To double check regarding your event on August 30, 2017. Will there be any employees working during this event? Will there be any cars driving on the lot during this event?

We still haven't heard from our Risk Management team but I looked up an old permit that did something similar so I may just send you those requirements as an idea of what our Risk Management may determine.

Best Regards,

Rauhman Lavergne

Management Assistant Parking Facilities Division

Los Angeles Department of Transportation 213.972.4906

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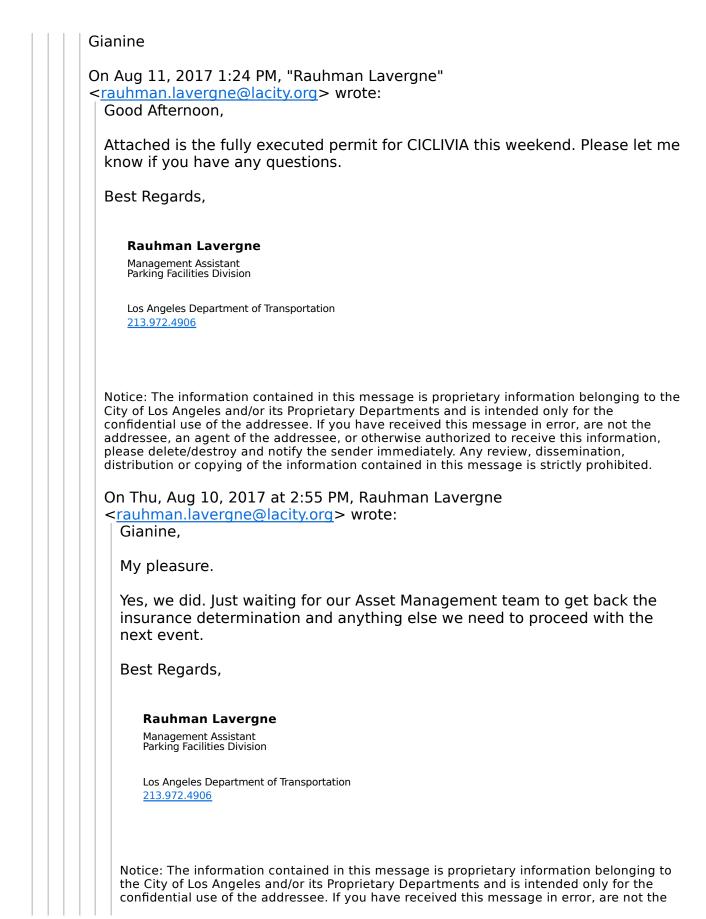
On Wed, Aug 16, 2017 at 4:52 PM, Gianine Rizzi <<u>grizzi@sanpedrobid.com</u>> wrote: Hi Rahman,

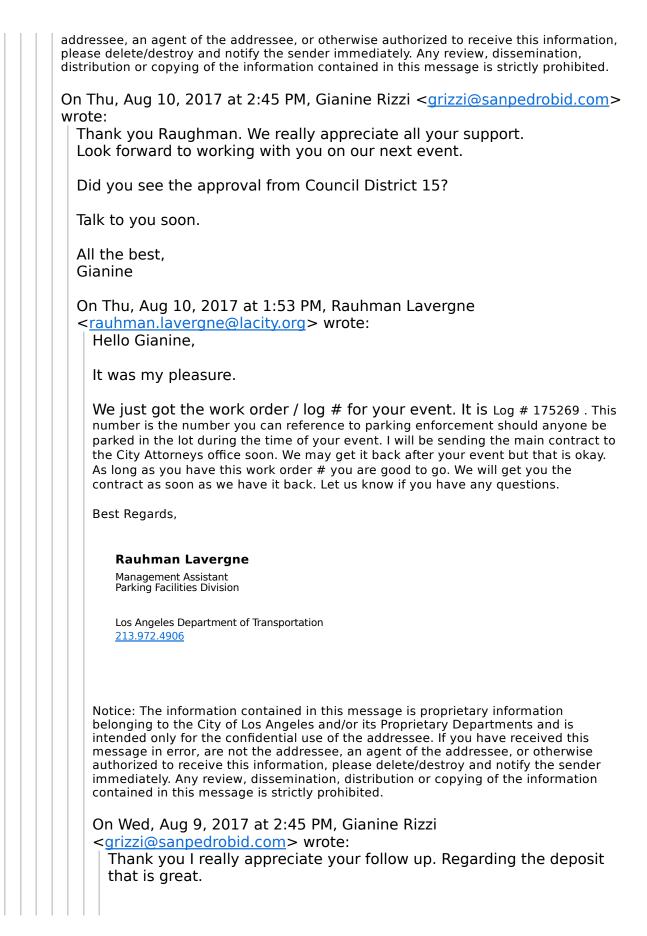
Per our last email communication, you were still waiting for Risk Management to provide you with the required insurance criteria for our permit for the parking lot. I was wondering if we could complete anything else in the meantime to help with the process. Waivers, etc..?

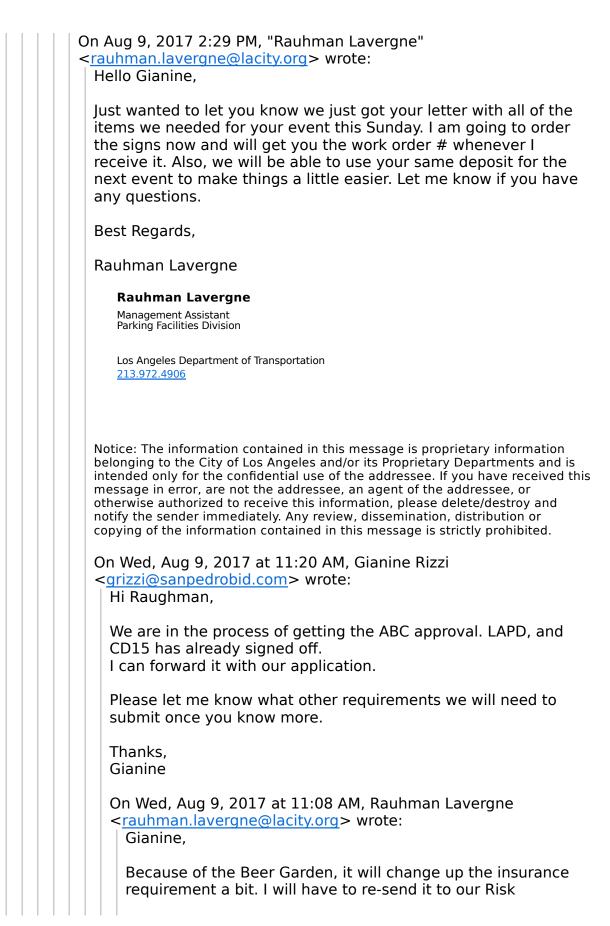
Secondly, you mentioned we could transfer our deposit check from the last event to this next one. Is there a form or something that needs to be completed to make sure this is accounted for?

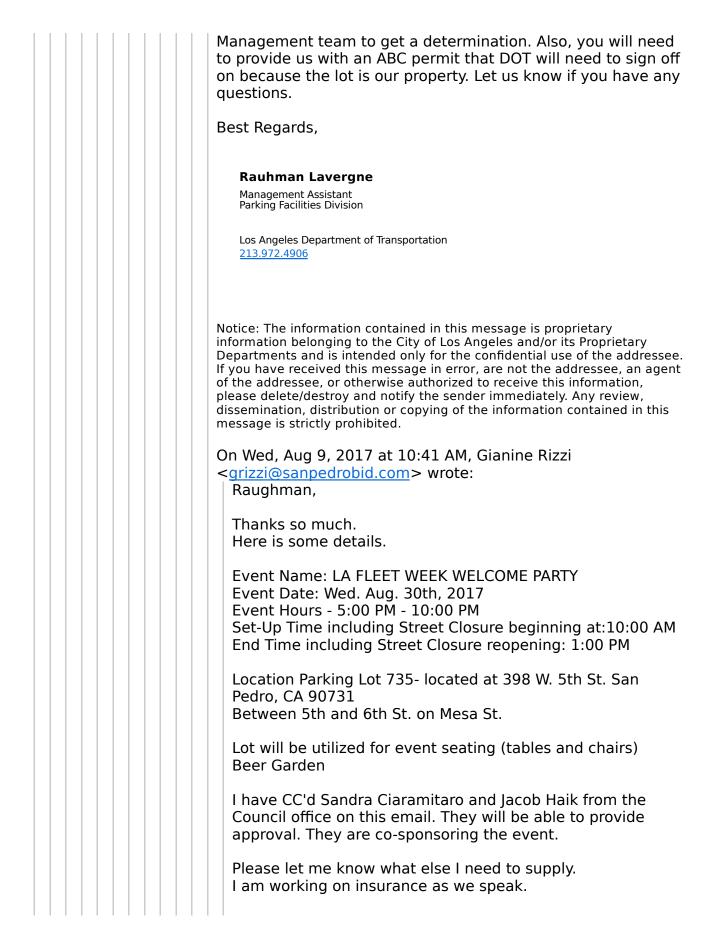
We are two weeks out so I am trying to expedite things as much as possible. Our overall insurance policy is on hold until we can include all the required coverages include the required from Risk Mgmt. We are really trying to wrap it up so we can upload to Track 4 LA, and finalize everything.

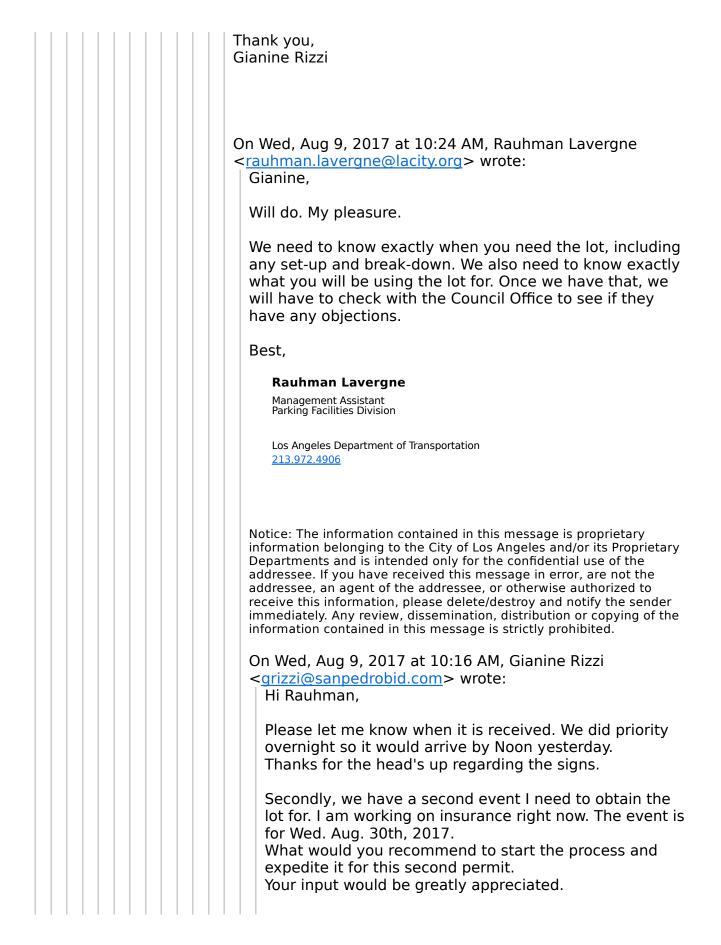
Please advise as soon as possible. Thanks in advance. Your assistance is greatly appreciated.		
Best Regards, Gianine Rizzi San Pedro Property Owners' Alliance		
On Mon, Aug 14, 2017 at 2:11 PM, Gianine Rizzi < <u>grizzi@sanpedrobid.com</u> > wrote: Thank you Rauhman. I appreciate that.		
On Aug 14, 2017 2:06 PM, "Rauhman Lavergne" < <u>rauhman.lavergne@lacity.org</u> >		
wrote: Good Afternoon Gianine,		
I am glad to hear that the event went well.		
I just sent a follow up to our Risk Management Dept. to let them know that we are two weeks out from the event. I will let you know if they give me a time frame.		
Best Regards,		
Rauhman Lavergne Management Assistant Parking Facilities Division		
Los Angeles Department of Transportation <u>213.972.4906</u>		
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On Mon, Aug 14, 2017 at 1:49 PM, Gianine Rizzi < <u>grizzi@sanpedrobid.com</u> > wrote: Hi Rauhman,		
Thankd again for all your assistance for our event Sun. Everything went great! Any updates from Risk managenent for our Aug. 30th event.		
Getting worried we are 2 weeks out. Please advise.		
Thanks,		



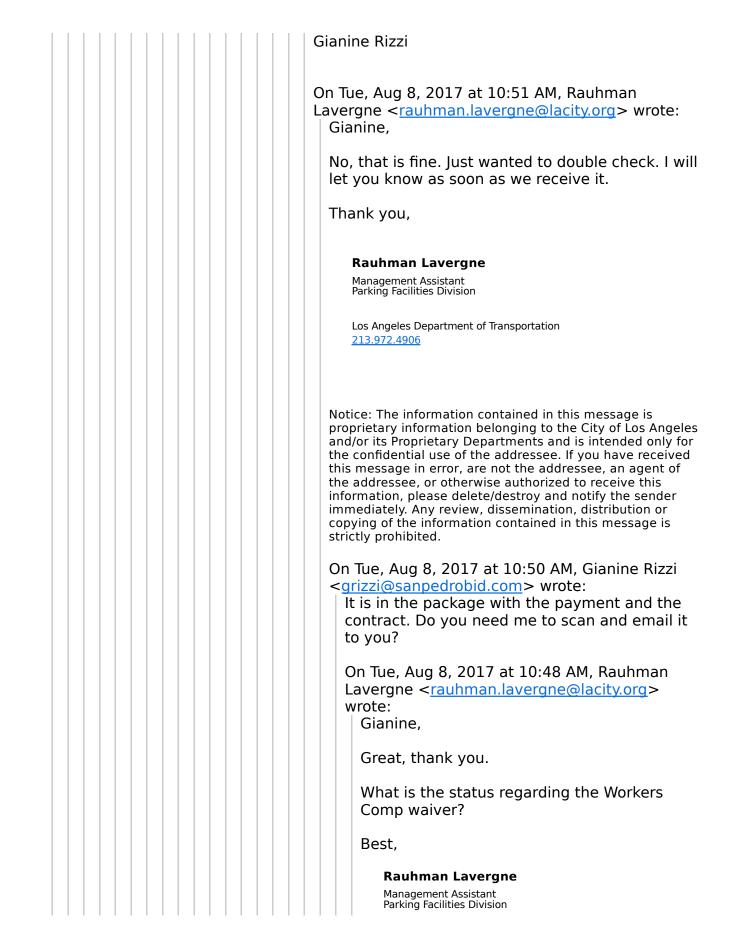








All the best, Gianine
On Wed, Aug 9, 2017 at 10:02 AM, Rauhman Lavergne < <u>rauhman.lavergne@lacity.org</u> > wrote: Good Morning Gianine,
I did check the tracking number this morning and noticed that your letter was delivered yesterday. Unfortunately, at this time, we still have not received it. Sometimes the mail room can take time to sort everything. Hopefully we should be receiving it soon.
The signs will be ordered as soon as we receive payment and all the other necessary documents we requested. Once ordered, DOT will put the signs up on the lot 24 hours ahead of the event.
Let us know if you have any other questions.
Best,
Rauhman Lavergne Management Assistant
Parking Facilities Division
Los Angeles Department of Transportation <u>213.972.4906</u>
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On Wed, Aug 9, 2017 at 9:55 AM, Gianine Rizzi < <u>grizzi@sanpedrobid.com</u> > wrote: Hi Rauhman,
Just confirming you have everything you need from us for our permit for this Sun. 8/13 for lot 735. Please let me know when to anticipate the signs? Do I install them, or does someone else.
Please advise.
Thank you,



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On Tue, Aug 8, 2017 at 10:21 AM, Gianine Rizzi <<u>grizzi@sanpedrobid.com</u>> wrote: Good Morning Raughman,

We sent our payment overnight and our signed agreement. Tracking Number: EL 543585674 US

To answer your question we are a 501-C3 non-profit. We are the only organizers of the event.

Let me know if you need any other clarification, and please confirm receipt of our payment and paperwork.

Thanks, Gianine

On Tue, Aug 8, 2017 at 9:13 AM, Rauhman Lavergne <<u>rauhman.lavergne@lacity.org</u>> wrote:

Good Morning Lorena,

Our Risk Management Division would like to know if you are the sole proprietor of the organization that the event permit is going under?

Thank you,

Rauhman Lavergne

Management Assistant Parking Facilities Division

Los Angeles Department of Transportation 213.972.4906

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On Mon, Aug 7, 2017 at 9:02 AM, Rauhman Lavergne

<<u>rauhman.lavergne@lacity.org</u>> wrote: Good Morning,

We are coming up close on the date for your event on August 13, 2017. Just wanted to let you know that we will need the WC waiver, the fees, and the deposit by no later than Wednesday August 9th before 1 pm so that we can order your "No Parking" signs for the event. If these items are not in our possession by that time, we can't guarantee that the sign shop will have enough time to put the signs on the lot for your event. Please let us know if you have any questions.

Best Regards,

Rauhman Lavergne

Management Assistant Parking Facilities Division

Los Angeles Department of Transportation 213.972.4906

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On Wed, Aug 2, 2017 at 4:07 PM, Rauhman Lavergne <<u>rauhman.lavergne@lacity.org</u>> wrote: Hi Gianine,

The insurance looks good.

We just need to have the signed contract, the workers comp waiver, and the fees and we will be good to go. I have sent all of this to Lorena.

Let us know if you have any questions.

Best,

Rauhman Lavergne

Management Assistant Parking Facilities Division

Los Angeles Department of Transportation 213.972.4906

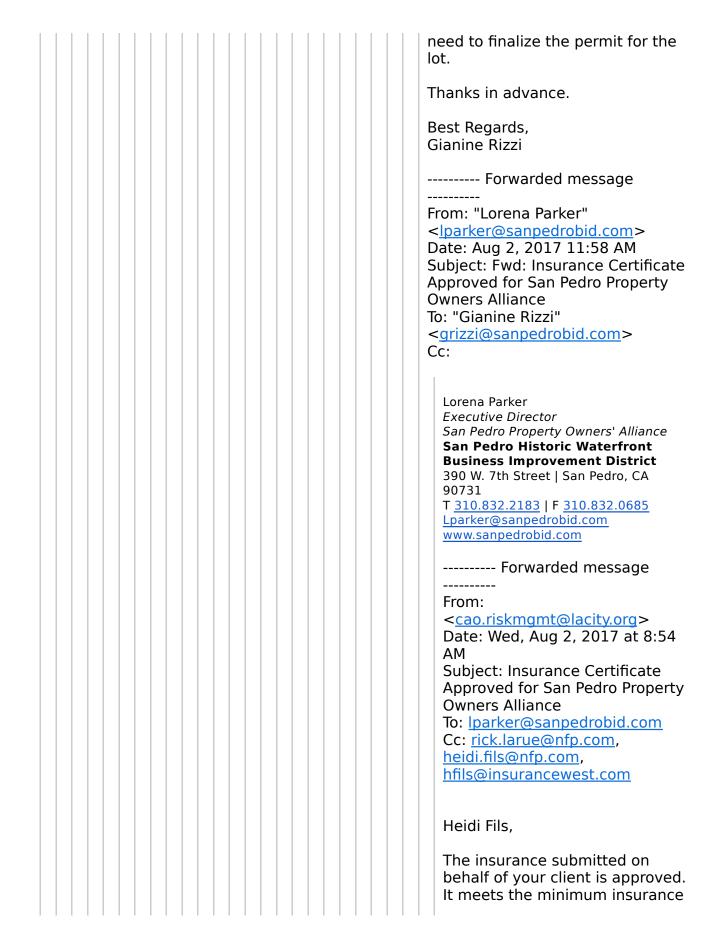
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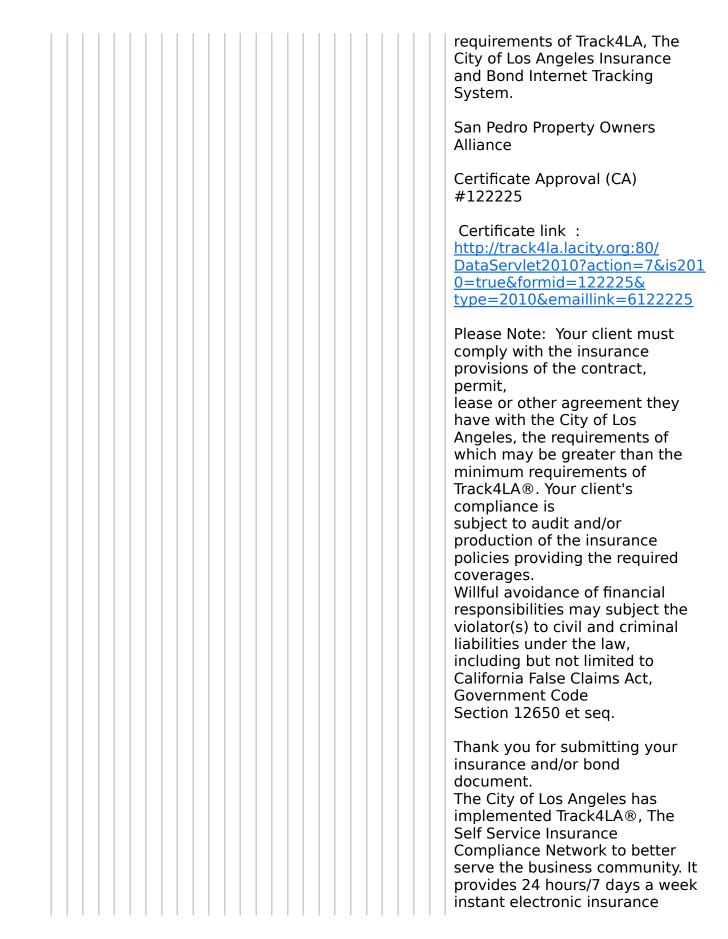
On Wed, Aug 2, 2017 at 3:11 PM, Gianine Rizzi

<<u>grizzi@sanpedrobid.com</u>> wrote: Hi Rauhman,

I wanted to follow up to let you know the proof of insurance was uploaded yesterday to track4LA by our broker. (See below) Please confirm receipt.

We are processing payment for our permit. Let us know what else you





approvals on the industry ACORD 25 insurance certificate. Please take a moment to visit the new Track4LA® Home Page to learn more about the system.

Insurance brokers may register to use the system from the Home Page.

http://Track4LA.lacity.org

Please contact us at (213) 978-7475 with any questions regarding Track4LA®. If you are working with the Port of Los Angeles, please contact us at (310) 732-3758.